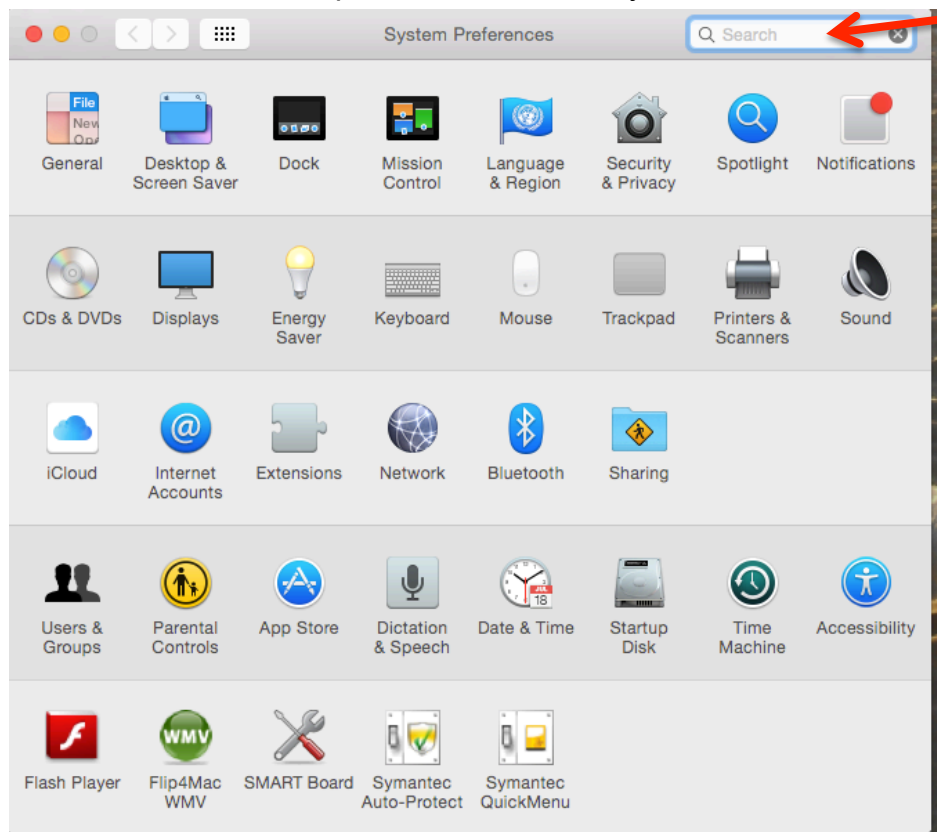


System Settings for MAC Users

This basically what your system settings looks like. Everything is clearly labelled. System preferences can be found under the black apple icon on your main menu bar in the top left hand corner of your screen



Search your settings by typing a desired subject into the field box

You can locate quickly locate the setting you want by typing the desired subject in the search field box.

Systems Tasks for YOU to Explore

Note: each of these tasks involves **applications within the SYSTEM Preferences**

1. Exploring the Search Option

Type **passwords** into the field box and see what happens. Click on one of links that will come up.

2. Changing sounds.

Go to sounds and click on sound effects and change the volume and sound fro your alert signal

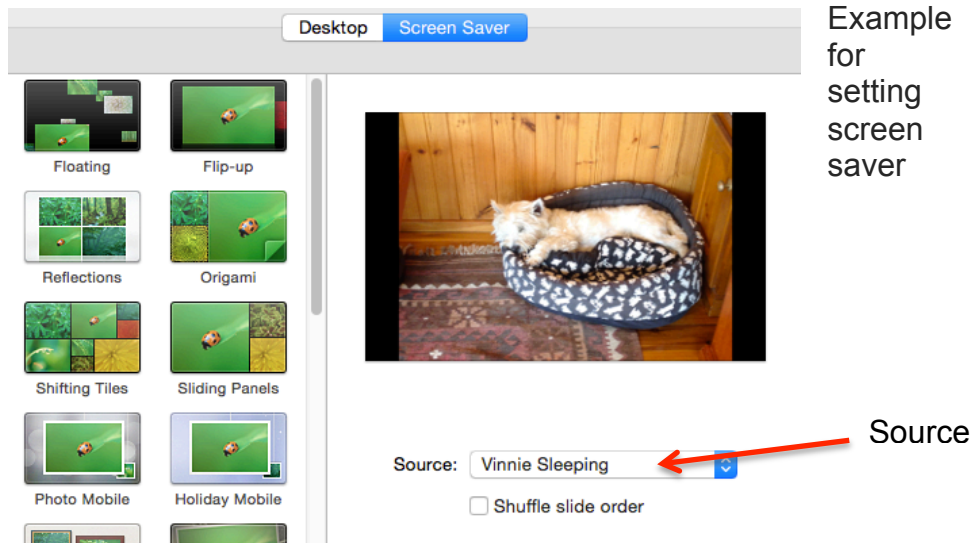
Click on Output and explore how you can change the output volume from within system settings.

3.Exploring the Desktop and Screen Saver Preferences

a. Click on desktop and screensaver icon in system preferences, in the widow which opens click **Desktop tab**. If you have photos in your iPhoto Library you should be able to select from the library an image you might like as a desktop screen. Select **choose** when you find one that you like. Trying changing your images a few times to get the hang of the option.

b. While still in the Desktop and screen saver icon create a Screen Saver for yourself by going to the screen saver tap. Move down to source, click and

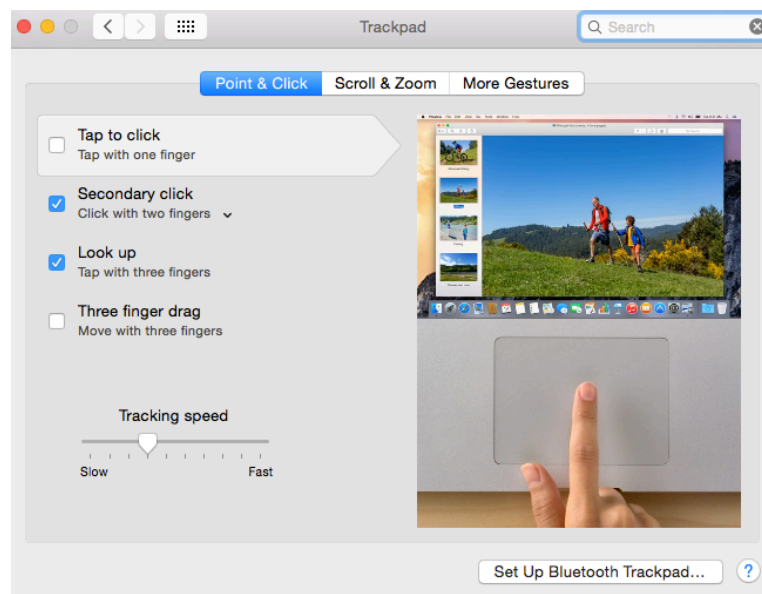
go to iPhoto's and find an event or folder that you might like to use as a screen save. Set the time you would like it to activate if you are not using your computer.



4. Exploring the Tracking Pad Preference

Find the Tracking Pad icon and click on it to open. The tracking pad application has 3 main options. Click and Point, Scroll and Roll and finally more Gestures

- In **Click and Point**. Open Safari and explore tapping with three fingers to see what options become available for you to use.
- Look at the tracking speed your computer is set on and decide if you would like to make it faster or slower. You can always change it back if you are not happy with what you set.



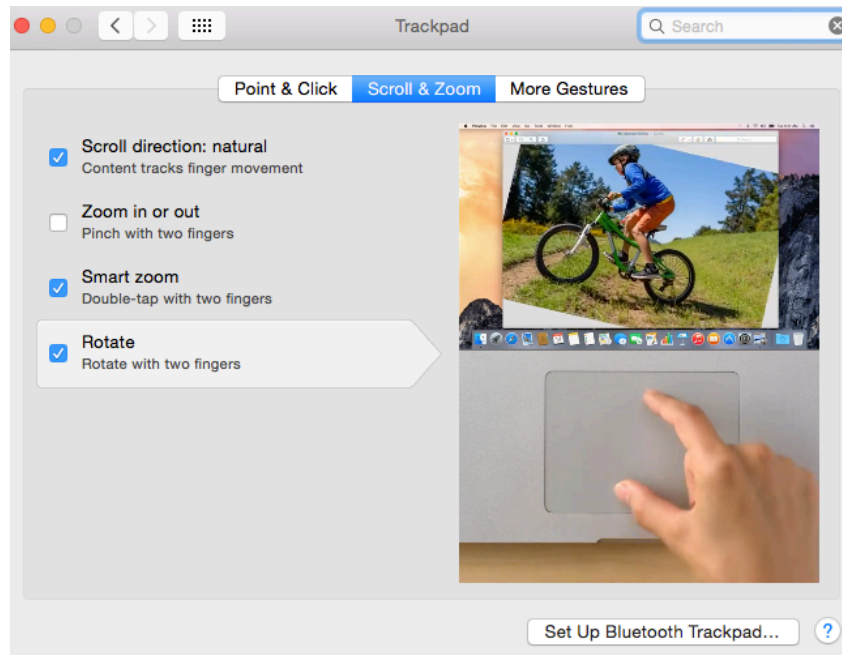
c. Move to Scroll and Zoom

Check to see what options are set on your computer for Zoom and Scroll. Turn them all on if they are not on.

The **Open Safari** and find a site about trees. Experiment by using the **Smart Zoom** option i.e. tapping with 3 fingers.

Next use the **Zoom In and out option**, i.e. pinching with 2 fingers

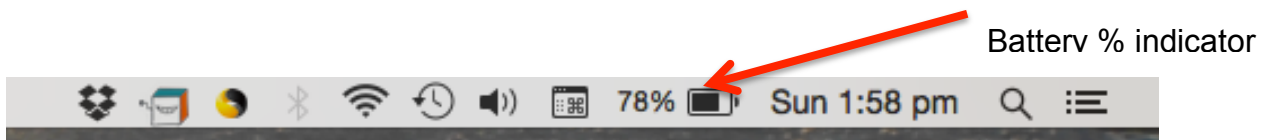
and Finally use the **Scroll Direction** option to move up and down a site you have open.



- d. Click on **More Gestures** and watch how the clips show what each option highlighted can offer. See if you can open **Mission Control** by pinching with your thumb and three fingers.

5. Exploring the Energy Saver Preference

Check on your Mac's menu bar that you have the percentage indicator showing. While this won't actually increase your battery life, it will make it easier to monitor it. To enable the percentage indicator, click on the battery icon at the top right-hand corner of the menu bar and select the "Show percentage" option



Open the **Energy Saver Icon** (light bulb) and see what how your computer is set up. Ensure that both "Put Hard Disks to Sleep when Possible," and "Slightly dim when using batteries" are ticked. Decide what you feel are the optimum settings you require for your needs. Eg how long before you want your Mac to go to Sleep

A Good Hint to Conserve Energy if you are using Battery, **dim** the display. Just like any mobile device the display on your computer uses a lot of energy. When you disconnect the power cord, it's best to dim the brightness down below half or to a suitable level for your eyes. To do this, press the F1 button on the keyboard, or use the F1 and FN button if that doesn't work.

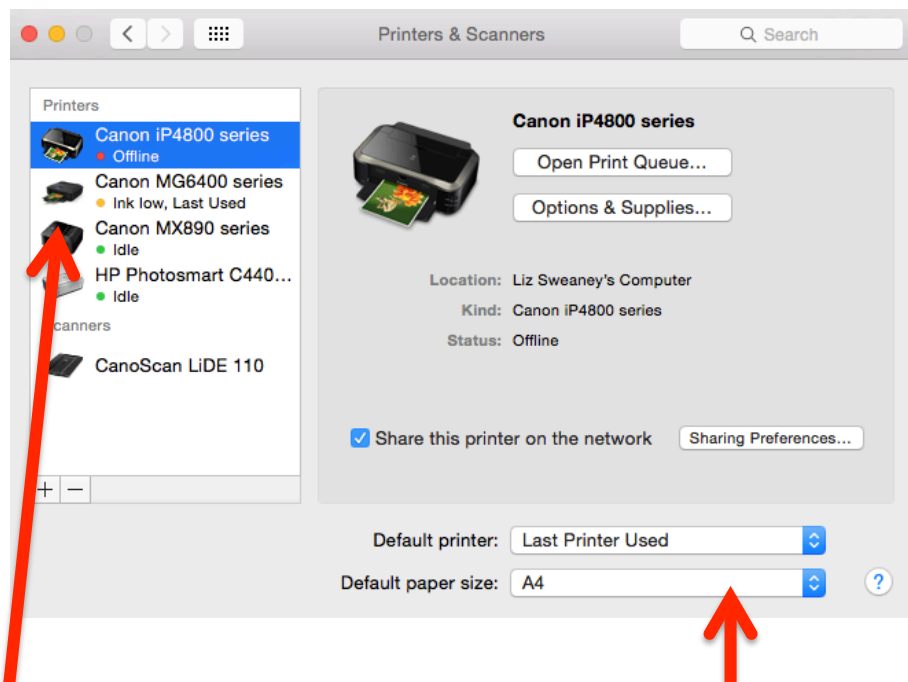
6. Exploring Users and Groups

If your Mac has multiple users, you should set up an account for each person so he or she can personalize settings and options without affecting other users.

To begin, open Users & Groups preferences, and then click the lock icon to unlock it. If necessary, type your password, and then click Unlock.

To permit new users to access your shared files or screen, you may need to change settings in the File Sharing, Screen Sharing, or Remote Management pane of sharing preferences.

7. **Exploring Printers and Scanners** Click on the Printers and Scanners Icon and see how you have this preference set up.



It is preferable to ensure that your printer is set at for A4 paper.

Task Click on this box to see the paper size options available. Choose the option you wish to use. We prefer A4.

If you are on the U3A Network, you should be able to see the Centres printer which is a Canon MX890 series. If you click on this printer you should be able to connect to it remotely.